## Walla Walla School District Procurement Card Sign-Out Sheet

<b>Building/Department Card Name:</b>	

By signing below, you acknowledge and accept the following:

- 1. I have read, understand, and will comply with the terms outlined in the Walla School District Procurement Card Guidelines and any revisions and updates made to it, and have signed a Procurement Card User Agreement.
- 2. I have received approval from my supervisor for expenditure of district funds.
- 3. In accepting this card, I understand that I am the only person entitled to use the card and I am responsible for all charges made against the card while it is signed out to me.
- 4. I understand the procurement card is for authorized business purchases only and is not to be used for personal or non-district purposes.
- 5. Improper use of the card may be considered misuse of funds, which may result in disciplinary action.
- 6. For my procurement card transactions I must provide original receipts to the card custodian immediately upon return of the card.
- 7. I will immediately report any stolen or lost card to the Bank of Montreal, Card Custodian, and the Business Office Procurement Card Administrator.

Check Out Date	Check Out Time	Checked Out By	Employee Name	Employee Signature	Returned Date	Returned Time	Received By	Vendor	Receipt Amount	Account Code to be Charged
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05/01/2012 Form #3